

TOWN OF BATH FINANCE COMMITTEE
Regular Meeting Minutes
February 18, 2025

1. CALL TO ORDER: By Chairman at 4:00pm.

2. Roll Call of Bath Council FC Members: Chairwoman Susan Webster (X), Greg Schene (X), Mary Lynn Hickey (X) – Quorum present
Also present: Councilors O’Connell, Skinner, Clerk Corrick

3. Review of Minutes: Finance Committee Regular Meeting Minutes of February 4, 2025 were approved by Common Consent.

4. Clerk’s Report –

A. The census of Bath addresses and GIS mapping project for accurate sales and property tax collection is an ongoing endeavor with the WV Tax and Revenue Department. There is one pending case of an individual outside of the Town’s boundary being charged the 1% sales tax. The WV Tax and Revenue Department has the responsibility of investigating and correcting any mistakes in this regard.

B. Clerk Corrick made available the Town’s budget comparison, account review, bookkeeping information and payroll data.

a. An External Budget Revision for the 2025 Bath budget (attached) was made available by Clerk Corrick for review and discussion. It was concurred to recommend that the revision be presented to the Council for approval.

b. A Facilities Use application was submitted (attached) by the Mountain State Cruisers for their annual Father’s Day car show on June 14. The request included that Fairfax Street from Washington Street to Wilkes be closed for the duration of the show from 6:30am until 4:00pm. This spurred discussion of these types of closures and their affect on the businesses located on that section of Fairfax Street. It was decided that Chairwoman Webster would speak with the group’s representative GW Easton to explore possibilities.

c. There were two Notices of Property Improvement in Bath (attached). One of these is at 455 Wilkes Street and one is at 151 First Church Street.

d. The compensation package for the BSPD new hire Patrolman Hunter Reiff was discussed. It was agreed that his pay would be \$18.50 per hour. He will begin in two weeks and arrangements for his State Police Academy training will be made as soon as possible.

5. Grant and Project information updates and possible action

A. Chairwoman Hickey is working with Region 9 Planning and Development on funding possibilities for Bath including Streetscape streetlights at the Depot and BSWW plant facility upgrade and capitol improvements.

Chairwoman Hickey is researching funding possibilities for cyber security for the BSPD and BSWW.

The Federal Cops Grant is currently on hold along with other federally funded grants.

B. Councilman Schene introduced a new program that he is looking into called Fabulous Facade (attached). This program can financially assist commercial property owners to improve, update and beautify the facade of their building by matching the cost up to \$2,500.00. He will present this idea to the Morgan County Commission and the Bath Council in hopes of obtaining Hotel/Motel grant allotments in order to create the fund to support the program.

7. Additional Town financial concerns were discussed.

One of the concerns was the cost to repair and upgrade of the second bathroom in the BSPD. It was agreed that any bid or cost for the work would be approved by the FC before purchases were made.

Another point of concern was the cost of Municipal Traffic Court. Due to the cost of having the Judge, Prosecutor and Clerks present for court along with the lack of tickets or the successful prosecution thereof creates a financial deficit. It was agreed that continuing deliberation is necessary to find a solution.

8. Bills for the BSWW and the Town were approved for recommendation to the Council.

9. The next FC Regular Meeting date is March 4, 2025 at 4pm in the Municipal Center.

9. Adjourn

Chairman  Date 3-4-2025

Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext. 5114
 Fax: 304-340-5090
 Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET
 Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists.
 (§ 11-8-26a)

CONTROL NUMBER
 Fiscal Year Ending: 2025
 Fund: 1
 Revision Number: 3 ✓
 Pages: 1

Person To Contact Regarding Request:
 Name: Sharron Corrick
 Phone: 304-258-1102
 Fax: 304-258-3638
 Email: townofbath@wvdsi.net

Town of Bath
 GOVERNMENT ENTITY
 271 Wilkes Street
 STREET OR PO BOX
 Berkeley Springs WV 25411
 CITY ZIP CODE

Municipality
 Government Type

FEB 19

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
303	Gas and Oil Severance Tax	7,700		4,900	✓ 2,800
304	Excise Tax on Utilities	35,000	10,000		✓ 45,000
305	Business and Occupation Tax	58,000	10,000		✓ 68,000
306	Wine & L liquor Tax	40,000	5,000		✓ 45,000
320	Fines, Fees & Court Costs	15,000		10,000	✓ 5,000
321	Parking Violation	24,000			24,000
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			48,225		

Explanation for Account # 378, Municipal Specific:
 Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
440	City Hall	133,276	✓ 14,475		✓ 147,751
750	Streets and Highways	137,265	✓ 11,500		✓ 148,765
800	Garbage Department	199,181	✓ 8,250		✓ 207,431
753	Snow Removal		5,000		5,000
751	Street Lights	20,000	5,000		25,000
700	Police Department	212,571	✓ 4,000		✓ 216,571
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			48,225		

APPROVED BY THE STATE AUDITOR
 BY [Signature] 2/18/25
 Deputy State Auditor, Local Government Services Division Date

[Signature]
 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE 2/18/25



EVENT / USE OF TOWN PROPERTY APPLICATION

TOWN OF BATH
271 WILKES STREET, BERKELEY SPRINGS, WV 25411

Phone (304) 304-258-1102 Fax (304) 258-2638

townofbath@wvdsi.net

Please Print or Type

OFFICIAL USE ONLY

Fiscal Year
Festival License
Business License
License Fee \$
Date Issued

NAME OF EVENT: Father's Day Car Show

DATE(S) OF EVENT: June 14th 2025

REQUESTING GROUP OR ORGANIZATION: Mountain State Cruisers

BEGINNING AND ENDING TIMES: 6:30 am to 4:00 pm

PROPERTY REQUESTED: Berkeley Springs State Park / Fairfax Street / Parking in front of the Park

PURPOSE OF USE: Fairfax street will be used for vehicle display as well as food vendors.

STREET/METER CLOSURES REQUESTED WITH DETAILS: Yes. Fairfax Street (side by park) Meters in front c

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: There is a car registration fee to participate in the

NUMBER OF VENDORS AT EVENT/FESTIVAL: 3 (Mountain State Cruiser & 2 Food Venders)

NAME OF RESPONSIBLE PERSON: Mountain State Cruisers (Gary W Easton Jr.)

MAILING ADDRESS: P.O. Box 957 Berkeley Springs, WV 25411

TELEPHONE NUMBER: 304-676-8142

EMAIL: gweaston2178@gmail.com

DATE APPLICATION SUBMITTED: 1/5/2025

SIGNATURE: Gary W Easton Jr

Application will be submitted to Town Council. All applicants are invited to attend the Town Council and speak on their behalf. If requesting any street/meter closures, applicants must appear at Town Council before the event for approval.

Application is: [] Approved

[] Denied

[] Approved Subject to Following:

[] Town Flat Fee: \$

[] Festival License Fee Due:

\$ \$15.00 w/ Business License

\$ \$35.00 w/o Business License

\$ Total Due

[] Proof of Insurance on File

Signature of Approval:

Signature of approval: Susan J. Webber

Date:

Date: 3-4-2025

Pay Now using our QR Code!



NOTICE OF BUILDING OR REAL PROPERTY IMPROVEMENT

TO THE ASSESSOR OF Morgan COUNTY:

Any person, corporation, association or other owner of real property, subject to the payment of property tax, who shall erect any building or structure, or who shall add to, enlarge, move, alter, convert, extend, raze or demolish any building or structure, whereby the value of the real property shall be improved more than \$1,000 must notify the assessor on Form 12:75 within sixty days from the date the work is commenced. If a report is made by or on behalf of any mine, mill, factory, or other industrial establishment and filed with the assessor on or before June fifteen which discloses with certainty any construction, or improvement made during the previous twelve months, the owner shall be deemed in compliance with notice requirements. If a building permit has been obtained, this shall be sufficient notice. Any person in violation of provisions of West Virginia Code § 11-3-3a, shall be guilty of a misdemeanor, and, upon conviction thereof, shall be subject to a fine.

See Chapter 11, Article 3, Section 3a of the West Virginia Code for additional information.

Name of Owner or Owners Jay W. Butenbough

Location (Address) of Improvement 455 Wilkes ST

Taxing District Town of Beth

Land Book Description _____

have, or has been (Altered) _____ (Erected) 1920

and that said improvements have increased the value of the property in excess of \$1,000.00

Improvements were commenced 2 15 2025 (Month/Day/Year),

Completion date or anticipated completion date 2 15 2026 (Month/Day/Year).

Approximate increase in value \$ 900.00 Use of Building _____

Remarks: Fire on Porch Porch damaged

Address of Owner or Owners Same

Phone No. 304 270 7395

Notice Filed By [Signature] Date 2-11-2025

Signature

Month/Day/Year

NOTICE TO BE FILED WITH ASSESSOR WITHIN SIXTY (60) DAYS AFTER COMMENCEMENT OF IMPROVEMENTS TO REAL PROPERTY WHICH WILL INCREASE THE VALUE IN EXCESS OF \$1,000

BELOW THIS LINE FOR ASSESSOR'S USE ONLY

Map No. _____

Received _____

Parcel No. _____

NOTICE OF BUILDING OR REAL PROPERTY IMPROVEMENT

TO THE ASSESSOR OF Morgan COUNTY:

Any person, corporation, association or other owner of real property, subject to the payment of property tax, who shall erect any building or structure, or who shall add to, enlarge, move, alter, convert, extend, raze or demolish any building or structure, whereby the value of the real property shall be improved more than \$1,000 must notify the assessor on Form 12:75 within sixty days from the date the work is commenced. If a report is made by or on behalf of any mine, mill, factory, or other industrial establishment and filed with the assessor on or before June fifteen which discloses with certainty any construction, or improvement made during the previous twelve months, the owner shall be deemed in compliance with notice requirements. If a building permit has been obtained, this shall be sufficient notice. Any person in violation of provisions of West Virginia Code § 11-3-3a, shall be guilty of a misdemeanor, and, upon conviction thereof, shall be subject to a fine.

See Chapter 11, Article 3, Section 3a of the West Virginia Code for additional information.

Name of Owner or Owners Virgil & Christie Stambaugh

Location (Address) of Improvement 151 First Church St

Taxing District Town of Bath

Land Book Description _____

have, or has been (Altered) (Erected) _____

and that said improvements have increased the value of the property in excess of \$1,000.00

Improvements were commenced 2/10/25 (Month/Day/Year),

Completion date or anticipated completion date 6/30/25 (Month/Day/Year).

Approximate increase in value \$ 20,000 Use of Building Studio Apartments

Remarks: _____

Address of Owner or Owners 4761 Timber Ridge Rd Big Cove Tannery PA

Phone No. 240-527-8578 17212

Notice Filed By Christie Stambaugh Date 2/10/25
Signature Month/Day/Year

NOTICE TO BE FILED WITH ASSESSOR WITHIN SIXTY (60) DAYS AFTER COMMENCEMENT OF IMPROVEMENTS TO REAL PROPERTY WHICH WILL INCREASE THE VALUE IN EXCESS OF \$1,000

BELOW THIS LINE FOR ASSESSOR'S USE ONLY

Map No. _____ Received _____

Parcel No. _____



Town of Bath

Fabulous Facade

Grant Program

The **Facade Grant Program** provides special financial assistance to businesses and commercial property owners seeking to enhance the exterior appearance of their buildings. This initiative aims to revitalize the town's commercial areas by supporting facade improvements that enhance the streetscape and contribute to the town's historic and visual appeal.

Grant Funding Details

- The program offers a **50% reimbursement** on qualifying facade improvements.
- The **maximum grant award is \$2,500** per approved applicant.
- For example:
 - If an applicant completes **\$5,000 in improvements**, they are eligible for a **\$2,500 reimbursement** upon project completion.
 - The building owner must invest at least **\$5,000** to qualify for the **full \$2,500 reimbursement**.

Reimbursement will be issued **after** project completion, inspection, and approval by the Town of Bath Façade Grant Committee. The applicant must submit copies of **all paid invoices with receipts** to the Town of Bath before receiving funds.

Application Process & Timeline

- Funding approvals are issued after a **competitive review process** following advertised notice with deadline date for submission. Applications will be accepted on a rolling basis until all available funds are exhausted.
- A **Facade Grant Committee**, consisting of members of the **Town of Bath Town Council, Town Planning Commission, On Trac Committee** and Mayor of the **Town of Bath, WV**, will review applications.
- Approved applicants must **complete their projects within six months** of receiving an approval notification.
- Extensions may be granted at the discretion of the Facade Grant Committee if a written request is submitted within 30-days of grant deadline.

Eligibility Criteria

Who Can Apply?

- Commercial property owners **within the Town of Bath** are eligible to apply.
- The property must be **within town limits** and meet all local and state building codes.

Eligible Facade Improvements

Improvements must involve **street-facing facades**, including corner buildings with facades facing multiple streets.

Examples of eligible improvements:

- ✓ **Exterior repairs:** Brickwork, plaster, wood siding, painting, cleaning, and repainting.
- ✓ **Structural enhancements:** Storefronts, doors, windows, parapets, cornices, or removal of outdated/incompatible elements.
- ✓ **Lighting upgrades:** Installation or replacement of exterior lighting.
- ✓ **Awnings and trim:** Repair or installation of awnings, trim, millwork, and visible roof elements.
- ✓ **Signage:** Permanent, affixed signage (not portable or removable).
- ✓ **Landscaping elements:** Steps, sidewalks, fencing (must comply with Town of Bath and State of West Virginia building and ADA codes).

Compliance Requirements

- All projects must comply with **Town of Bath** and **State of West Virginia** building, property maintenance, and historic preservation codes as applicable.
 - **Required permits** must be obtained before work begins. **ALL CONTRACTORS PERFORMING WORK MUST HAVE A CURRENT TOWN OF BATH BUSINESS LICENSE. Building Notification Permits are available at the Town of Bath Town Hall located at 271 Wilkes Street, Berkeley Springs, WV.**
 - All municipal fees, town taxes, and property taxes must be current for an application to be considered.
-

TOWN OF BATH

Fabulous Facade

Grant Application Form

Applicant Information

Name of Applicant: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Business Name (if applicable): _____

Property Address: _____

Property Owner(s) Name (if different from applicant):

Project Details

- Total Cost of Facade Project: \$ _____
- Amount of Grant Request (up to 50% of total cost, maximum \$2,500):
\$ _____
- Detailed Scope of Work: *(Attach additional sheets if necessary, including project descriptions, photographs, contractor estimates, and diagrams.)*

Required Supporting Documents

- Scope of work detailing planned improvements.
- Project budget breakdown.
- Proposed project timeline (start and completion dates).
- List of contractors/vendors completing the work with current Town of Bath Business License number.
- Explanation of how the project enhances the streetscape and neighborhood appeal.
- Confirmation of historical character preservation (if applicable).
- Photographs (before and after) or design renderings. For visual confirmation and use in

promotional materials.

Applicant initials on each page of the application.

Certification & Signatures

By signing below, the applicant certifies that:

- All submitted information is accurate.
- The project will comply with all **Town of Bath and State of West Virginia codes and historic guidelines.**
- Applicant accepts responsibility for any liabilities related to the project.
- Grant funds will be **reimbursed only after project completion and approval.**

Applicant Name (Print): _____

Signature: _____ **Date:** _____

Property Owner (if different from applicant, must sign below to authorize improvements):

Property Owner Name (Print): _____

Signature: _____ **Date:** _____

Submission & Contact Information

Completed applications must be submitted to:

Town of Bath

Attn: Facade Grant Program Application
271 Wilkes Street
Berkeley Springs, WV 25411

For questions, contact:  **304-258-1102**

Important Notes:

- ◆ **Liability:** The **Town of Bath is not liable** for any work completed under this grant program. The **property owner assumes all responsibility** for compliance with state and local regulations.
- ◆ **Funding Availability:** Applications are accepted **on a rolling basis** until funds are depleted or a new funding cycle begins.

- ◆ **Grant Expiration:** Approved grant funds **must be used within six months** of approval. Written extension requests may be considered.